King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 4 **Security and Use of Force**	
4.01.023 - **Video Recordings**	Approved By:	Director Allen Nance
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Purpose
To establish department guidelines for the creation, use and retention of department video recordings.

Policy
The use of video recordings shall be to enhance the safety and security of residents, visitors, and staff. The creation, use and retention of all video recordings shall be consistent with all applicable local, state, and federal laws.

References

RCW:	42.56.250(1)
Department Form:	Officer's Report Supervisor's Incident Report
Department Policies:	
Adult Division:	1.01.012, Release of Information 4.02.005, Search of Residents 4.03.014, Use of Force
Juvenile Division:	J-Cep-9.001 Use of Force J-AP-2.001 Research Requests J-APR-2.012 Relationship with the Media J-ARVP-11.008 Searches of Detained Youth
Other:	State Archives: Law Enforcement Records Retention Schedule Appropriate Collective Bargaining Agreements

Definitions
Video Recordings: Video recordings, with or without audio, made by department recording devices for resident/detained youth security and control purposes, such as facility surveillance cameras, recording devices installed in transport vehicles, and handheld devices issued and managed by the department for use by officers and staff.

A. General Guidelines:
1. Video recordings shall be retained in accordance with the Washington State Archives' Law Enforcement Records Retention Schedule. Video recordings may

be retained beyond the Records Retention Schedule if they are determined to have value as a training aid or for other official department purposes.

2. The department reserves the right to retain any electronic data captured by the video recording system.
3. Video recordings may be used to review incidents of staff performance.
4. Video recordings shall only be created for official department purposes.
5. All use of existing video recordings is prohibited unless use is for department business and is authorized by the Chief of Operations/Captain or higher-ranking authority. All requests to view or otherwise use recorded video shall be processed via the Internal Investigations Unit (IIU) office or Records staff and may include a review by facility command staff.
6. When installing or updating a video monitoring system, electronic surveillance system or other monitoring technology, DAJD shall consider how such technology may enhance the department's ability to protect residents/detained youths from sexual abuse.
7. Law enforcement agencies may be issued copies of video recordings related to incidents via the IIU commander, Chief of Operations, Captain or records staff. All requests shall be immediately forwarded to the specific facility command staff for approval.
8. Signage shall be posted at facility entrances and in vehicles with recording devices indicating that video and/or audio recording is occurring.
9. Strip searches will be conducted in a manner that prevents resident/detained youth's exposure to cameras unless exposure cannot be prevented because of facility design, exigent circumstances or as required by policies 4.03.014, Use of Force, 4.02.005, Search of Residents, and J-ARVP-11.008, Searches of Detained Youth.
10. Video and audio recordings captured by handheld devices issued by the department will be uploaded to Evidence.com (or the currently approved storage system) and a link to the video recording will be uploaded to the evidence link section of the Supervisor's Incident Report located within the Jail Management System (JMS).
11. The video will then immediately be deleted from the department-issued handheld device.

B. Procedural Guidelines:

1. Chief/Captain:
   a. The Captain/Chief of Operations (or their designee) will retrieve and store facility video for any incident that involves the use of force; resident or detained youth fights; resident/detained youth medical emergencies; criminal behavior; and/or alleged staff misconduct.
   b. The Captain/Chief of Operations (or their designee) shall retrieve video from the facility video system and export it to Evidence.com (or the currently approved storage system) for secure storage and retention.
   c. The Captain/Chief of Operations (or their designees) shall also attach an Evidence.com (or the currently approved storage system) link of the video recording(s) to the Supervisor Incident Report located within JMS.
   d. Sergeants or other employees with approved access to Evidence.com (or the currently approved storage system) will only view and export files concerning

events for which they have a direct role or responsibility relevant to the incident. Viewing, downloading, sharing or disseminating Evidence.com (or the currently approved storage system) files should only be done for business purposes and then only if authorized by a Captain/Chief of Operations (or their designee).

e. The IIU Captain shall be responsible for video recording system management and training.
f. The Administrative Captain/Chief of Security or designee shall be responsible for ensuring compliance with departmental policy and PREA standards 115.15 and 115.315 during the construction and at least every two years upon completion of any updates to Department facilities involving video recording devices.